

# SUPERVISORY CBP OFFICER-FIRST LINE

DEPARTMENT OF HOMELAND SECURITY

Customs and Border Protection

## Overview

### Open & closing dates

🕒 07/25/2016 to 08/12/2016

### Salary

\$84,443 to \$109,781 per year

### Pay scale & grade

GS 13

### Work schedule

Full-Time - Full Time

### Appointment type

Permanent

## Locations

Many vacancies in the following locations:

Anchorage, AK

Ketchikan, AK

Huntsville, AL

Mobile, AL

Douglas, AZ

Lukeville, AZ

Naco, AZ

Nogales, AZ

Phoenix, AZ

San Luis, AZ

Sasabe, AZ

Tucson, AZ

Andrade, CA

Calexico, CA

Long Beach, CA

Los Angeles, CA

Otay, CA

Port Hueneme, CA

San Diego, CA

San Francisco, CA

San Ysidro, CA

Tecate, CA

Denver, CO

Hartford, CT

New Haven, CT

Wilmington, DE

Cape Canaveral, FL

Fernandina Beach, FL

Fort Lauderdale, FL

Fort Myers, FL

Jacksonville, FL

Key West, FL

Miami, FL

Orlando, FL

Palmetto, FL

Panama City, FL

Pensacola, FL

Saint Petersburg, FL

Sanford, FL

Tampa, FL

West Palm Beach, FL

Atlanta, GA

Savannah, GA

Hagatna, GU

Honolulu, HI

Eastport, ID

Porthill, ID

Chicago, IL

Milan, IL

Indianapolis, IN

Hebron, KY

Louisville, KY

Morgan City, LA

New Orleans, LA

Boston, MA

Andrews AFB, MD

Baltimore, MD

Bangor, ME

Calais, ME

Eastport, ME

Fort Fairfield, ME

Fort Kent, ME

Houlton, ME

Jackman, ME

Lubec, ME

Madawaska, ME

Portland, ME

Van Buren, ME

Vanceboro, ME

Detroit, MI

Port Huron, MI

Romulus, MI

Sault Ste. Marie, MI

Baudette, MN

Duluth, MN

Grand Portage, MN

International Falls, MN

Minneapolis, MN

Roseau, MN

Warroad, MN

Chesterfield, MO

Kansas City, MO

Woodson Terrace, MO

Saipan, Mariana Island, MP

Gulfport, MS

Babb, MT

Great Falls, MT

Raymond, MT

Roosville, MT

Sweet Grass, MT

Charlotte, NC

Raleigh, NC

Wilmington, NC

Dunseith, ND

Pembina, ND

Portal, ND

Omaha, NE

Newark, NJ

Albuquerque, NM

Columbus, NM

Santa Teresa, NM

Las Vegas, NV

Alexandria Bay, NY

Buffalo, NY

Champlain, NY

Massena, NY

Ogdensburg, NY

Queens, NY

Trout River, NY

Ashtabula, OH

Columbus, OH

Dayton, OH

Middleburg Heights, OH

Sandusky, OH

Toledo, OH

Portland, OR

Erie, PA

Philadelphia, PA

Pittsburgh, PA

Tinicum, PA

Mayaguez, PR

San Juan, PR

Providence, RI

Charleston, SC

Sioux Falls, SD

Memphis, TN

Brownsville, TX

Dallas, TX

Del Rio, TX

Eagle Pass, TX

El Paso, TX

Hidalgo, TX

Houston, TX

Laredo, TX

Presidio, TX

Progreso, TX

Rio Grande City, TX

Roma, TX

Tornillo, TX

Salt Lake City, UT

Dulles Airport, VA

Norfolk, VA

Sterling, VA

Saint Croix, VI

Saint Thomas, VI

Derby Line, VT

Highgate Springs, VT

Norton, VT

Richford, VT

Saint Albans, VT

Williston, VT

Blaine, WA

Danville, WA

Lynden, WA

Northport, WA

Oroville, WA

Point Roberts, WA

Seattle, WA

Sumas, WA

Green Bay, WI

Milwaukee, WI

Racine, WI

**Relocation expenses reimbursed**

Yes Relocation expenses may or may not be authorized based on the duty location and management approval. Relocation expenses will only be approved in rare circumstances. Application decisions should not be based on whether relocation funding will be paid.

## This job is open to



### Federal employees

Current or former competitive service employees, including:

- Merit promotion
- Career Transition (CTAP, ICTAP, RPL)
- Transfer

### Announcement number

MHCMP-1703307-AKM

### Control number

439176200

## Duties

### Summary

Apply for this exciting opportunity to strengthen Homeland Security by performing law enforcement activities such as inspection, intelligence analysis, examination, and interpretation of laws and regulations.

**NOTE:** We are no longer issuing certificates for this position from the previous announcement (MHCMP-1396892-IC); that announcement has been discontinued. You must re-apply to this vacancy announcement to continue to receive consideration.

**NOTE:** Please read the announcement in its entirety, especially the "How to Apply" section. Failure to follow specific application instructions may result in an ineligible rating.

**Who May Apply:** Current U.S. Customs and Border Protection employees with competitive status.

**For definitions of terms found in this announcement, please see**

[http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm)  
([http://www.dhs.gov/xabout/careers/gc\\_1303762131481.shtm](http://www.dhs.gov/xabout/careers/gc_1303762131481.shtm))

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One or more selections may be made using this job opportunity announcement. Further selections may also be made for additional organizational divisions and/or units within the duty location(s) listed.

**Salary:** The following link displays the locality pay tables by geographic area. If you do not see your geographic area listed, please select "Rest of the United States". <http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/> (<http://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/>)

COLA is authorized for certain locations and is calculated separately using the base salary table.

<https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/nonforeign-areas/#url=COLA-Rates>  
(<https://www.opm.gov/policy-data-oversight/pay-leave/pay-systems/nonforeign-areas/#url=COLA-Rates>)

## Responsibilities

In this first-line supervisory position you will become a key member of a team of Homeland Security professionals detecting and preventing terrorists and instruments of terror from entering the U.S. Typical work assignments include:

- Supervising, planning, directing, coordinating, assigning and evaluating all work activities regarding the full range of inspection, intelligence analysis, examination, and law enforcement activities relating to the arrival and departure of persons, conveyances, and merchandise at Ports of Entry.
- Interpreting the laws and regulations of a broad range of Federal, state, and local agencies relating to the admissibility of people, cargo, and conveyances.
- Identifying potential terrorists and instruments of terror and performing layered enforcement activities relative to counter-terrorism.
- Preventing the entry of terrorists and instruments of terror, harmful pests and diseases, illegal drugs and contraband, and all illegal aliens and importations/exportations contrary to law and trade agreements from entering/exiting the United States.
- Evaluating employees' performance and conduct; resolving disciplinary actions; maintaining operating budget; and promoting affirmative action goals.

**WHERE WILL POSITIONS BE FILLED UNDER THIS ANNOUNCEMENT?** Positions filled under this announcement are in the U.S. Customs and Border Protection, Office of Field Operations. Positions are available throughout the United States. You will be asked to identify your duty location preferences in the on-line application process. In some cases, the duty stations may not have a vacancy during the life of this announcement. In addition, there may be occasions where applicants are referred for selection based upon working within a particular commuting area. **The local commuting area** is defined as the area surrounding the duty station by which people reasonably travel back and forth from home to work. If you are selected for and accept this position, once you enter on duty, you will no longer be referred for other locations under this announcement.

**Geographic Location:** You may select up to SEVEN locations where you would be willing to work.

**Listed below are the duty locations where positions may be filled under this announcement:**

Anchorage	AK	Porthill	ID	Wilmington	NC	Tornillo	TX
Ketchikan	AK	Chicago	IL	Dunseith	ND	Salt Lake City	UT
Huntsville	AL	Milan	IL	Pembina	ND	Dulles Airport	VA
Mobile	AL	Indianapolis	IN	Portal	ND	Norfolk	VA



Douglas	AZ	Hebron	KY	Omaha	NE	Sterling	VA
Lukeville	AZ	Louisville	KY	Newark	NJ	St. Croix	VI
Naco	AZ	Morgan City	LA	Albuquerque	NM	St. Thomas	VI
Nogales	AZ	New Orleans	LA	Columbus	NM	Derby Line	VT
Phoenix	AZ	Boston	MA	Santa Teresa	NM	Highgate Springs	VT
San Luis	AZ	Andrews AFB	MD	Las Vegas	NV	Norton	VT
Sasabe	AZ	Baltimore	MD	Alexandria Bay	NY	Richford	VT
Tucson	AZ	Bangor	ME	Buffalo	NY	Saint Albans	VT
Andrade	CA	Calais	ME	Champlain	NY	Williston	VT
Calexico	CA	Eastport	ME	Massena	NY	Blaine	WA
Long Beach	CA	Fort Fairfield	ME	Ogdensburg	NY	Danville	WA
Los Angeles	CA	Fort Kent	ME	Queens	NY	Lynden	WA
Otay	CA	Houlton	ME	Trout River	NY	Northport	WA
	CA	Jackman	ME	Ashtabula	OH	Oroville	WA

Port Hueneme							^
San Diego	CA	Lubec	ME	Columbus	OH	Point Roberts	WA
San Francisco	CA	Madawaska	ME	Dayton	OH	Seattle	WA
San Ysidro	CA	Portland	ME	Middleburg Heights	OH	Sumas	WA
Tecate	CA	Van Buren	ME	Sandusky	OH	Green Bay	WI
Denver	CO	Vanceboro	ME	Toledo	OH	Milwaukee	WI
Hartford	CT	Detroit (Land)	MI	Portland	OR	Racine	WI
New Haven	CT	Port Huron	MI	Erie	PA		
Wilmington	DE	Romulus (Airport)	MI	Philadelphia	PA		
Cape Canaveral	FL	Sault St. Marie	MI	Pittsburgh	PA		
Fernandina Beach	FL	Baudette	MN	Tinicum	PA		
Fort Lauderdale	FL	Duluth	MN	Mayaguez	PR		
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Jacksonville	FL	International Falls	MN	Providence	RI		^
Key West	FL	Minneapolis	MN	Charleston	SC		
Miami	FL	Roseau	MN	Sioux Falls	SD		
Orlando	FL	Warroad	MN	Memphis	TN		
Palmetto	FL	Chesterfield	MO	Brownsville	TX		
Panama City	FL	Kansas City	MO	Dallas	TX		
Pensacola	FL	Woodson Terrace	MO	Del Rio	TX		
Saint Petersburg	FL	Saipan, Mariana Isl	MP	Eagle Pass	TX		
Sanford	FL	Gulfport	MS	El Paso	TX		
Tampa	FL	Babb	MT	Hidalgo/Pharr	TX		
West Palm Beach	FL	Great Falls	MT	Houston	TX		
Atlanta	GA	Raymond	MT	Laredo	TX		
Savannah	GA	Bozerville	MT	Presidio	TX		v

Hagatna	GU	Sweetgrass	MT	Progreso	TX		
Honolulu	HI	Charlotte	NC	Rio Grande City	TX		
Eastport	ID	Raleigh	NC	Roma	TX		

## Travel Required

Occasional travel - You may be required to travel.

## Supervisory status

Yes

## Promotion Potential

13

## Who May Apply

### This job is open to...

Current U.S. Customs and Border Protection employees with competitive status.

Questions? This job is open to 1 group.



## Job family (Series)

[1895 Customs And Border Protection](https://www.usajobs.gov/Search/?j=1895)  
(<https://www.usajobs.gov/Search/?j=1895>)

# Requirements

## Conditions Of Employment

- You must be a U.S. Citizen to apply for this position
- You may be required to pass a background investigation and/or polygraph
- Males born after 12/31/1959 must be registered with Selective Service
- You may be required to pass initial and random drug testing
- You must pass the CBP Officer Promotional Assessment
- You will be required to carry a firearm and maintain firearm proficiency

**Physical and Environmental Conditions:** The work environment includes offices, aircraft operation areas, airline passenger and cargo areas, and marine docks. Periods of outdoor work may be required in snow, rain, or extreme heat. Occasional periods of outdoor work may be required in remote areas with no modern comfort facilities. The work may involve the use of toxic chemicals, pesticides and fumigants. Protective clothing may be required such as hard hats, gloves, goggles, hearing protection, and respirators.

**Qualifications:** You must meet all qualification requirements by July 24, 2017. Qualification claims will be subject to verification through a review of your work experience and/or education as provided in your resume, transcripts (as

applicable), and responses to assessment questions. This verification could occur at any stage of the application process.

## Qualifications

**GS-13:** You qualify at the GS-13 level if you possess one (1) year of specialized experience that equipped you with the skills needed to perform the job duties. Examples include applying a comprehensive range of Federal laws, rules, regulations, and procedures relating to inspection, inspection related investigations and compliance activities governing the admission of travelers or the import/export of cargo in and out of the United States.

Experience refers to paid and unpaid experience, including volunteer work done through National Service programs (e.g., Peace Corps, AmeriCorps) and other organizations (e.g., professional; philanthropic; religious; spiritual; community, student, social). Volunteer work helps build critical competencies, knowledge, and skills and can provide valuable training and experience that translates directly to paid employment. You will receive credit for all qualifying experience, including volunteer experience.

You must:

- Meet all qualification requirements, subject to verification at any stage of the application process; and
- Meet all applicable Time in Grade requirements (current federal employees must have served 52 weeks at the next lower grade or equivalent grade band in the federal service) by July 24, 2017.

If you are not a current GS-1895 and you are selected, you will have to meet the following medical/physical standards:

**Physical and Medical Requirements:** Because the duties of the position are of a strenuous nature and require a high degree of interaction and responsibility to the public, you must undergo and successfully pass our medical screening process. We will schedule, provide and pay for the required basic medical examination. For more information, please go to: [http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf)  
([http://www.cbp.gov/sites/default/files/documents/cbpo\\_drug\\_test\\_3.pdf](http://www.cbp.gov/sites/default/files/documents/cbpo_drug_test_3.pdf))

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**Physical Fitness Screening:** Due to the strenuous nature of the CBP Officer duties and the associated training programs, fitness tests have been developed and will be used to screen candidates for CBP Officer positions. Candidates will be required to pass 2 pre-employment fitness tests. For more information on the requirements and a 6-week readiness program designed to assist you in achieving a level of physical fitness that will help you successfully pass the CBP fitness tests, please see the following links: <http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>  
(<http://www.cbp.gov/careers/join-cbp/which-cbp-career/cbp-officer>)  
and [http://www.cbp.gov/sites/default/files/documents/CBPO\\_PFT-1\\_PhysicalReadinessProgram.pdf](http://www.cbp.gov/sites/default/files/documents/CBPO_PFT-1_PhysicalReadinessProgram.pdf)  
([http://www.cbp.gov/sites/default/files/documents/CBPO\\_PFT-1\\_PhysicalReadinessProgram.pdf](http://www.cbp.gov/sites/default/files/documents/CBPO_PFT-1_PhysicalReadinessProgram.pdf))

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**Supervisory Probationary Period:** You may be required to serve an 18 month probationary period upon appointment and complete a supervisory training course within 12 months of assignment.

**Basic Training:** You may be required to attend approximately 18 weeks of training at the CBP Academy at FLETC. Candidates selected for certain duty locations may receive an additional 6 weeks of Spanish language training.

**Data Systems:** You will be required to maintain access to all data systems necessary for duty execution.

**Shift Work:** You will be required to perform work on a shift and rotational basis.

**Overtime:** You must be readily available to work overtime on a scheduled or unscheduled basis in excess of the 40-hour work week.

**Motor Vehicle Operation:** You must possess a current valid State driver's license at the time of appointment.

**Uniform:** You will be required to wear an officially approved uniform while in a duty status.

**Firearms Requirement:** You will be required to carry a firearm and maintain firearm proficiency. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition. You will be required to certify whether you have ever been convicted of such an offense. False or fraudulent information is criminally punishable by fine or imprisonment.

## Education

**Age Requirement:** Pursuant to Public Law 110-161, this position is covered under enhanced retirement provisions for Customs and Border Protection Officers which allows for the imposition of a maximum age requirement. In accordance with Department of Homeland Security Directive 252-08, the day before an individual's 37th birthday is the maximum age for original appointment to a position as a Customs and Border Protection Officer.

**\*\*NOTE:** The Commissioner of CBP has approved a temporary increase in the maximum allowable age for original placement into a CBPO position; therefore, candidates must be referred for selection before reaching their 40th birthday.

Creditable law enforcement officer service covered by Title 5 U.S.C. 8336(c) or Title 5 U.S.C 8412(d), or Customs and Border Protection Officer service under Public Law 110-161 may be applied toward the maximum age requirement. This age restriction may not apply if you are currently serving as a CBPO covered by Public Law 110-161.

**Veterans' Preference Eligibility** - To ensure compliance with statutes pertaining to the appointment of preference eligible veterans as determined by the Merit Systems Protection Board in its recent decision *Isabella v. Dept of State*, the maximum age for original appointment articulated above shall not apply to the hiring of individuals entitled to veterans' preference eligibility under 5 U.S.C. § 3312. You must submit proof with application package.

## Additional information

**Background Investigation:** Customs and Border Protection (CBP) is a federal law enforcement agency that requires all applicants to undergo a thorough background investigation prior to employment in order to promote the agency's core values of vigilance, service to country and integrity. During the screening and/or background investigation process, you will be asked questions regarding any felony criminal convictions or current felony charges, the use of illegal drugs (i.e., marijuana, cocaine, heroin, LSD, methamphetamines, ecstasy) and the use of non-prescribed controlled substances including any experimentation, possession, sale, receipt, manufacture, cultivation, production, transfer, shipping, trafficking, or distribution of controlled substances. Entry into this position may require that you successfully pass a polygraph examination. For more information, please see: <https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>  
(<https://www.cbp.gov/careers/join-cbp/which-career/apply/background-investigation>)

**Probationary Period:** Current and former federal employees may be required to serve or complete a probationary period.

**Bargaining Unit:** This position is not covered under the bargaining unit.

**CBP uses E-Verify**, an internet-based system, to confirm the eligibility of all newly hired employees to work in the United States. Learn more about E-Verify here, <http://www.uscis.gov/e-verify>  
(<http://www.uscis.gov/e-verify>), including your rights and responsibilities.

**Relocation Information:** To compare cost of living data, calculate mortgage scenarios, or gather information on communities and school districts, please visit the website:

<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>  
(<http://www.relocationessentials.com/aff/lifecare/tools/salary/col.aspx>)

Please view the video "Protecting America 24/7" to learn more about CBP's Office of Field Operations:  
[http://cbpapps.cbp.dhs.gov/ofo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv)  
([http://cbpapps.cbp.dhs.gov/ofo/2011/protecting\\_america/pro\\_america.wmv](http://cbpapps.cbp.dhs.gov/ofo/2011/protecting_america/pro_america.wmv))

Every individual receives a fair opportunity throughout the federal recruitment and hiring process. To learn more, click on the link [https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf)  
([https://hru.gov/Studio\\_Recruitment/tools/Mythbuster\\_on\\_Federal\\_Hiring\\_Policies.pdf](https://hru.gov/Studio_Recruitment/tools/Mythbuster_on_Federal_Hiring_Policies.pdf))

Follow U.S. Customs and Border Protection on Twitter [@CustomsBorder](https://twitter.com/#!/customsborder)  
(<https://twitter.com/#!/customsborder>)

## How You Will Be Evaluated

**CBP Officer Promotional Assessment:** Qualified U.S. Customs and Border Protection (CBP) candidates will be ranked on the basis of the scores received on your CBP Officer Promotional Assessment. Competitive applicants must have a valid test score when the announcement opens, or we cannot consider you for this position. Alternate Staffing (Non-Competitive) Candidates need not have a current, valid test score. Alternate Staffing (Non-Competitive) candidates include applicants who have permanently held a position at the highest grade announced or higher. Details and temporary promotions do not count.

AND

Your application record will remain in a pending status until after the announcement closes, at which time we will upload test scores. If you have completed the assessment questionnaire and have uploaded all required documents for this announcement, there is nothing further you need to do at this time.

**Knowledge, Skills, Abilities and Other Characteristics (KSAOs):**

Candidates who meet the minimum qualification requirements are required to possess certain Knowledge, Skills, Abilities, or Other Characteristics (KSAOs) to successfully perform the functions of this position. Candidates will be asked to demonstrate their attainment of these KSAOs in their resume.

**The KSAOs are:**

- Knowledge of elements and circumstances of search, detention and arrest, as well as enforcement techniques and tools, such as selective enforcement, behavioral observation, questioning, and use of automated processing and enforcement systems.
- Knowledge of principles and techniques of management to accomplish work through others. Good understanding of requirements and procedures involved in supervising federal employee units, including responsibilities relative to bargaining unit employees.
- Knowledge and understanding of policies, principles, and objectives of EEO and special emphasis programs.

If you are best qualified, you may be referred to the hiring manager for consideration and may be called for an interview. To preview the job questionnaire, see [View Occupational Questionnaire \(https://ApplicationManager.gov/Questionnaire.aspx?ID=5737509&PreviewType=Questionnaire\)](https://ApplicationManager.gov/Questionnaire.aspx?ID=5737509&PreviewType=Questionnaire).

**Agency Career Transition Assistance Program (CTAP):** If you have never worked for the Federal Government, you are not CTAP eligible. Information about CTAP eligibility can be found at:

[http://www.opm.gov/Reduction In Force/employee resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee%20resources/ctap/Employee-Guideline%20CTAP.asp#3a)  
([http://www.opm.gov/Reduction In Force/employee resources/ctap/Employee-Guideline CTAP.asp#3a](http://www.opm.gov/Reduction%20In%20Force/employee%20resources/ctap/Employee-Guideline%20CTAP.asp#3a))

To be considered well qualified under CTAP, you must be rated at a minimum score of 85 for this position. In addition, you must submit the supporting documents listed in the "Required Documents" section of this announcement.

## Background checks and security clearance

### Security clearance

[Public Trust - Background Investigation \(https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/\)](https://www.usajobs.gov/Help/faq/job-announcement/security-clearances/)

## Required Documents

**Your resume:** Your responses to the job questionnaire [View Occupational Questionnaire \(https://ApplicationManager.gov/Questionnaire.aspx?ID=5737509&PreviewType=Questionnaire\)](https://ApplicationManager.gov/Questionnaire.aspx?ID=5737509&PreviewType=Questionnaire)

**Are you claiming special priority selection rights under the Agency Career Transition Assistance Program (CTAP)?**

- Veterans' preference points are not applicable to Merit Promotion announcements; therefore, veteran's documentation is requested only to verify eligibility under the Isabella Decision to waive the Age Requirement.

**Age Requirement Waiver Documents:** Applicants who do not meet the age requirement but are entitled to veteran's preference eligibility under 5 U.S.C § 3312 must submit the following documents to verify their claim:

- DD 214 (Member Copy 4) and
- If you are a veteran with a service connected disability; A VA Disability Award letter dated 1991 or later
- If you are currently serving on active duty: A statement of service from your unit identifying the branch of service, period(s) of service, type of discharge, campaign badges or expeditionary medals earned, and the date you will be separated or on approved terminal leave. If you supply a statement of service at this stage, your preference will be verified by a DD 214 (Member 4 Copy) upon separation from the military.

**You may be asked to provide a copy of your recent performance appraisal and/or incentive awards.**

Consideration will be given to performance appraisals and incentive awards as an indication of quality prior experience, no points will be assigned.

Please upload your resume under "Resume" and any other applicable supporting documents mentioned above under "Other" documents. "Other" documents may not be applicable for each applicant, but should be utilized if you are submitting a SF-50 for proof of federal service, veterans documents for eligibility, transcripts for qualifications, etc.

**It is your responsibility to verify that any information entered, uploaded, or faxed is received and is accurate.**

Human Resources will not modify or change any part of your application. If a document is not legible, you will not be able to view it in your application and you must again upload or fax it by the closing date.

**If you are relying on your education to meet qualification requirements:**

You **MUST** submit a copy of your transcript if you want to substitute your education for experience. If you claim qualifications based on education, and do not submit a transcript, your education will not be used in making a qualification determination and you may be found "**not qualified**".

Education must be accredited by an accrediting institution recognized by the U.S. Department of Education in order for it to be credited towards qualifications. Therefore, provide only the attendance and/or degrees from [schools accredited by accrediting institutions recognized by the U.S. Department of Education.](http://www.ed.gov/admins/finaid/accred/) (<http://www.ed.gov/admins/finaid/accred/>)

Failure to provide all of the required information as stated in this vacancy announcement may result in an ineligible rating or may affect the overall rating.

## Benefits

A career with the U.S. Government provides employees with a comprehensive benefits package. As a federal employee, you and your family will have access to a range of benefits that are designed to make your federal career very rewarding.

- [Benefits for federal employees](https://www.usa.gov/benefits-for-federal-employees#item-36407) (<https://www.usa.gov/benefits-for-federal-employees#item-36407>)
- [Healthcare insurance](https://www.opm.gov/healthcare-insurance/) (<https://www.opm.gov/healthcare-insurance/>)
- [Pay and leave](https://www.usajobs.gov/Help/working-in-government/pay-and-leave/) (<https://www.usajobs.gov/Help/working-in-government/pay-and-leave/>)

DHS offers competitive starting salaries and an attractive benefits package, including: health, vision, dental, life and long-term care insurance, Thrift Savings Plan (similar to a 401(k)), Flexible Spending Account, retirement plan, Employee Assistance Program, personal leave days and paid federal holidays. Other benefits may include: flexible work schedules, telework, tuition reimbursement, transportation subsidies, uniform allowance, health and wellness programs, and fitness centers. DHS is committed to employee development and offers a variety of employee training and development opportunities. For more information, please go to [www.dhs.gov/careers](http://www.dhs.gov/careers) (<http://www.dhs.gov/careers>) and select "Benefits".



**Retirement Coverage:** In accordance with Public Law 110-161, this position is a primary position covered under enhanced retirement provisions for Customs and Border Protection Officers. More information is available at [http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new\\_cbpo\\_retirement\\_coverage/cbp\\_faqs.xml](http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml) ([http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new\\_cbpo\\_retirement\\_coverage/cbp\\_faqs.xml](http://cbpnet.cbp.dhs.gov/xp/cbpnet/hrm/retirement/new_cbpo_retirement_coverage/cbp_faqs.xml)), by contacting the CBPO Retirement Coverage toll-free hotline at 1-866-469-7359 (#), or sending an email with questions to [RABASERVICES@cbp.dhs.gov](mailto:RABASERVICES@cbp.dhs.gov) (<mailto:RABASERVICES@cbp.dhs.gov>)

Eligibility for benefits depends on the type of position you hold and whether your position is full-time, part-time, or intermittent. Contact the hiring agency for more information on the specific benefits offered.

## How to Apply

**WHEN IS THIS ANNOUNCEMENT OPEN AND WHAT IS THE LAST DATE TO APPLY FOR THIS POSITION?** We are currently accepting applications from Monday, July 25, 2016 to Friday, August 12, 2016. You must apply on-line by 11:59 p.m. Friday, August 12, 2016 ET to receive consideration under this announcement. Please refer to the "How to Apply" section for further guidance. You must meet the qualifications and eligibility by July 24, 2017, to be considered eligible under this announcement. Eligible applicants may be referred and selected at any time after the closing date. However, if selected, you will be promoted/reassigned only after you have met all job requirements such as qualifications and time-in-grade requirements. Employees who meet the qualifications and other job requirements (as explained in this announcement) by July 24, 2017, are encouraged to apply during the open period. If you do not apply by Friday, August 12, 2016, you WILL NOT have an opportunity to apply for this position and will not receive consideration for selection until the next open period.

To begin your online application, click "**Apply Online**" to create a USAJOBS account and follow the prompts or log in to your existing account. Your application packet must include a completed assessment questionnaire, a resume, and any applicable and/or required supporting documentation. Please see the "Required Documents" section below for additional information. All application materials, including transcripts, must be in English.

We strongly encourage you to apply online. If you cannot apply online, you may fax your resume, assessment questionnaire, and supporting documents to **(478) 757-3144**

(#)

. You must print a copy of and document your responses to the assessment questionnaire [View Occupational Questionnaire](#)

(<https://ApplicationManager.gov/Questionnaire.aspx?ID=5737509&PreviewType=Questionnaire>)

using OPM Form 1203-FX [http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf)

([http://www.opm.gov/Forms/pdf\\_fill/OPM1203fx.pdf](http://www.opm.gov/Forms/pdf_fill/OPM1203fx.pdf))


, and the official fax cover sheet: <http://staffing.opm.gov/pdf/usascover.pdf>

(<http://staffing.opm.gov/pdf/usascover.pdf>)

. Please include job opportunity announcement ID 1703307 and provide your SSN, name, and address using the exact name you used when you filled out the questionnaire. If you have uploaded documents into your application, you do not need to fax those same documents.

**Applications and supporting documentation will not be accepted by mail or email.** The address below is for inquiries only. You may apply more than once, but the most recent application is the only one that will be used. **You must submit your resume, your online questionnaire, and any supporting documents by 11:59 PM Eastern Time on Friday, August 12, 2016.**

### Agency contact information

 CBP MHC Hiring

#### Phone

[\(952\)857-2932](tel:(952)857-2932)

#### Address

[\(tel://\(952\)857-2932\)](tel://(952)857-2932)

**Fax**

(478)757-3144

**Email**

[CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV](mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)  
(mailto:CBPHIRING-APPLICANTINQUIRY@CBP.DHS.GOV)

CBP Minneapolis Hiring Center  
5600 American Blvd  
Suite 700  
Bloomington, MN  
USA

[Learn more about this agency](#)  
(#agency-modal-trigger)

***Customs & Border Protection (CBP): Securing America's Borders***

Do you desire to protect American interests and secure our Nation while building a meaningful and rewarding career? If so, the Department of Homeland Security (DHS) is calling. DHS components work collectively to prevent terrorism, secure borders, enforce and administer immigration laws, safeguard cyberspace and ensure resiliency to disasters. The vitality and magnitude of this mission is achieved by a diverse workforce spanning hundreds of occupations. Make an impact; join DHS.

Discover a challenging and rewarding career in CBP, the sole organization responsible for securing the nation's borders. At U.S. Customs and Border Protection, we:

- Screen passengers, vehicles, and shipments entering our country
- Seize illegal narcotics, vehicles, and agricultural products
- Prevent unauthorized entry into the country
- Rescue individuals who fall into dangerous conditions traversing our border

For more information about CBP's mission, activities, and careers, please see <http://www.cbp.gov>  
(<http://www.cbp.gov>)

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Joining the Customs and Border Protection Office of Field Operations will allow you to use your expertise to detect and prevent terrorists and instruments of terror from entering the U.S. This position starts at a salary of \$84,443.00 (GS-1895-13, step 1).

**Next steps**

Once the job opportunity announcement has closed, we will assess your experience and training, identify the best qualified applicants, and refer those applications to the hiring manager for further consideration and interviews. You will be notified by email after each of these steps has been completed. Stay informed of changes to your application status by signing up for automatic email alerts at: <https://my.usajobs.gov/Account/NotificationSettings.aspx>  
(<https://my.usajobs.gov/Account/NotificationSettings.aspx>)

. If you are referred, you will receive a final notification of the disposition of the announcement. We expect to make a tentative job offer within 60 days after the close of the announcement. If you are selected, we may conduct a suitability/security background investigation.

This announcement will be used until approximately July 24, 2017 to fill Supervisory CBP Officer (First Line), GS-13 positions.

**Fair & Transparent**

The Federal hiring process is setup to be fair and transparent. Please read the following guidance.

## Equal Employment Opportunity Policy

The United States Government does not discriminate in employment on the basis of race, color, religion, sex (including pregnancy And gender identity), national origin, political affiliation, sexual orientation, marital status, disability, genetic information, age, membership in an employee organization, retaliation, parental status, military service, or other non-merit factor.

- [Equal Employment Opportunity \(EEO\) office at OPM](https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/)  
(<https://www.opm.gov/about-us/our-people-organization/support-functions/equal-employment-opportunity/>)
- [Office of Equal Opportunity](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm)  
([http://www.eeoc.gov/eeoc/internal\\_eeo/index.cfm](http://www.eeoc.gov/eeoc/internal_eeo/index.cfm))

## Reasonable Accommodation Policy

Federal agencies must provide reasonable accommodation to applicants with disabilities where appropriate. Applicants requiring reasonable accommodation for any part of the application and hiring process should contact the hiring agency directly. Determinations on requests for reasonable accommodation will be made on a Case-by-Case basis.

A reasonable accommodation is any change in the workplace or the way things are customarily done that provides an equal employment opportunity to an individual with a disability. Under the Rehabilitation Act of 1973 the Equal Employment Opportunity Commission (EEOC) must provide reasonable accommodations:

- An applicant with a disability needs an accommodation to have an equal opportunity to apply for a job.
- An employee with a disability needs an accommodation to perform the essential job duties or to gain access to the workplace.
- An employee with a disability needs an accommodation to receive equal access to benefits, such as details, training, and office-sponsored events.
- [Disability Employment - Reasonable Accommodations](https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/)  
(<https://www.opm.gov/policy-data-oversight/disability-employment/reasonable-accommodations/>)
- [How to contact an agency](https://www.usajobs.gov//Help/how-to/application/agency/contact/)  
(<https://www.usajobs.gov//Help/how-to/application/agency/contact/>)

## Legal and regulatory guidance

### [Financial suitability](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/financial-suitability/>)

### [Social security number request](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/social-security-number/>)

### [Privacy Act](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/privacy-act/>)

### [Signature & False statements](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/signature-false-statements/>)

### [Selective Service](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/selective-service/>)

### [New employee probationary period](https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/)

(<https://www.usajobs.gov//Help/working-in-government/fair-and-transparent/probationary-period/>)